

Idaho School for the Deaf and the Blind
Policies and Procedures
Section: 1100
Subsection: Travel Policy

Revised March 05

Reference:

Idaho State Travel Policies and Procedures under Board of Examiners, Policies on the State controller's website: www.sco.state.id.us.

Purpose:

The purpose of this policy is to manage in-state and out-of-state travel in the most efficient cost effective manner possible to accomplish ISDB goals.

Policy:

Pursuant to the State of Idaho Travel regulations, The Idaho School for the Deaf and Blind provides the following information.

All travel and related costs for overnight stays must be submitted to the Director of Financial Services at least 5 days in advance on a Travel Request Authorization Form with the signature of the employee and immediate supervisor. Advance notice beyond the minimum 5 day notice is strongly encouraged. Exceptions will be made for emergencies on a case by case basis. Authorization for out-of-state travel is approved by the Superintendent. All travel documentation will be reviewed for proper trip planning and cost benefit to ISDB before authorization is granted. Travel to events including seminars, train-the-trainer classes etc., will be limited to essential personnel.

All travel expenditures must be itemized on an approved Travel Expense Reimbursement Voucher Form and include receipts. The voucher must be signed by the employee and approved by an appropriate staff supervisor before being given to the Business Office for reimbursement.

Travel reimbursement claims with receipts should be turned in within five working days after the employee returns. If there is some reason the employee cannot turn in a travel reimbursement form with receipts within the allotted time the employee will contact the Business Office.

Official Duty Station is defined as a 125 mile radius around the Gooding campus and within the geographical boundaries for each Region of the Outreach program.

Reimbursement for meals and other travel reimbursable items will follow the State of Idaho Travel Policy.

Reimbursement for Lodging: Lodging will be reimbursed for total amount of employee/traveler's cost. Receipts for lodging must be submitted with the travel voucher. ISDB will not reimburse to the employee/traveler lodging costs charged to the School, nor will it accept lodging costs without notice of prior approval.

The following guidelines will be used for lodging allowance: A 125 mile one-way travel distance, or a two hour travel time, will be used as the basis for determining whether to reimburse an employee/traveler for travel expense or lodging expenses. (Justification: 250 miles round trip

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versus a motel room cost.) Emergency situations necessitating overnight accommodations or travel that has been pre-approved are exceptions to the rule for lodging.

Every attempt to use State provided vehicles for official business will be made prior to requesting supervisor's approval for private vehicle use and/or cost reimbursement. Distances between cities must be in agreement with State Travel Mileage Chart. If an agency-owned vehicle is available to the employee, but for personal convenience a privately-owned conveyance is used, the reimbursement shall be limited to one-half the applicable rate established by the Board of Examiners. If you claim mileage reimbursement for your private car, you must show your license number.

Air travel is limited to coach fare. All airline reservations will be made and coordinated through the Administration Office.

Prior approval must be obtained before reimbursement will be allowed on car rental. Every attempt will be made to evaluate the most cost effective travel arrangements.

Mileage for out-of-state trips is not allowed except under special pre-approval circumstances; however, if you drive your personal car to out-of-state meetings the travel allowance is limited to airline coach fare in lieu of mileage.

Receipts are needed for all public carriers and parking costs, and gasoline paid for in cash.

Revised/Approved – March 2005

Harvey W. Lyter III, Interim Superintendent